From: Sanjana BS
Sent: 06 December 2021 04:33 PM
To: Bhushan MB.
Cc: Lakshmi Vishwanath; Bhagya Lakshmi Kadabur; Bhushan M B; Bhushan; Sunil Kavoor Pai; Hima Bindu G
Subject: RE: Resignation - Bhushan M B

Dear Bhushan MB (2425),

We hereby acknowledge the receipt of your resignation from the post of "Principal Test Engineer". In continuation with our discussion, it is mutually agreed that your last working date will be "10th December 2021".

Please note the formalities that need to be adhered to before being relieved from TRICON.

Work Ethics and general guidelines-

- You are required to remain fully engaged in your job and working in a completely professional manner until your time of departure from the company.
- Please hand over all your responsibilities to your manager/the designated person for the purpose as instructed by your manager.
- You are advised to refrain from sending any mails stating your resignation/departure addressed to Tricon Family and to your group/team. This shall be applicable till the last date of your separation. Goodbye emails are NOT encouraged, and you are strictly advised to refrain from the same.
- Discussions with colleagues about your next employer or about details of your proposed compensation package are not encouraged and you are strictly advised to refrain from the same.
- As per the policy, no leave including Optional holiday will be allowed during the Notice Period except on reasons of illness, subject to the same being backed by valid medical certificate and approval by Reporting Manager. Your notice period may be extended by the duration of leave at the discretion of your Reporting Manager. Leaves will be treated as LOP and need to be updated in the system and the usual process needs to be followed.

PayWheel -

- Please submit your approved timesheets and ensure to resolve all your conflicts in PayWheel, before your last working date.
- **It is mandatory to submit proofs for the investments you have declared in PayWheel.**

Exit Clearance -

- Individuals working at client place should submit the client place exit clearance document prior to initiating the exit clearance from Tricon.
- **Request the respective stakeholders to provide clearance in the below forms as per their role.**
  Clearance from reporting Manager @Hima Bindu G
  Clearance from technical team @Technical Team
  Clearance from team facilities @Teamfacilities
  Clearance from HR @Sanjana BS

Relieving Letter and F&F -

- Given that most of us are working remotely it is apparent that clearance from departments like Team facilities and Technical team etc., may not happen on your last working date. Hence you are requested to download soft copy of this resignation acceptance email and use the same as a document for your new employer.
- Relieving letter will get issued only after getting clearance from all the concerned departments.
- Experience letter will be shared a week after issuing the relieving letter.
- Full & Final settlement will be done after the completion of 45 days from your last working day. In case of any delay in your clearance, there will be a delay in your F&F payout as well.

You are requested to refer to the Separation Policy available in PayWheel for any clarifications.

Our best wishes to you for successful endeavors in personal & professional life!

Regards
Sanjana B.S.

From: Bhushan MB. <Bhushan@Triconinfotech.com>
Sent: Monday, December 6, 2021 3:43 PM
To: Lakshmi Vishwanath <lakshmi.vishwanath@Triconinfotech.com>
Cc: Bhagya Lakshmi Kadabur <bhagyal@triconinfotech.com>; Sanjana BS <sanjana.bs@Triconinfotech.com>; Bhushan M B <bhushan.mbj@gmail.com>; Bhushan <bhooshan.mb@gmail.com>; Sunil Kavoor Pai <sunil.pai@Triconinfotech.com>
Subject: Re: Resignation - Bhushan M B

Hi Lakshmi,

As per our discussion over the call, please consider the Last working day as 10th-Dec-2021 and please do the needful.

Regards
Bhushan M B

From: Bhushan MB. <Bhushan@Triconinfotech.com>
Sent: Monday, 6 December, 2021, 11:48 am
To: Bhushan M B; Bhushan; Bhushan; Bhushan M B; Lakshmi Vishwanath
Cc: Bhagya Lakshmi Kadabur; Sanjana BS; Bhushan M B; Bhushan; Sunil Kavoor Pai
Subject: Resignation - Bhushan M B

Hi Lakshmi,

I am writing this email to formally notify you of my resignation from the position of "Principal Test Engineer" with Tricon Infotech effective 06-December-2011.

I have thoroughly enjoyed my time at Tricon Infotech over the last 1.5 Years of service and would like to thank you for all of the opportunities I have been afforded here.

In the coming weeks before the Last working day, I am fully committed to providing assistance in ensuring a smooth transition. In future you can always contact me on my non-work email, Bhushan.mbj@gmail.com & Bhooshan.mb@gmail.com

Sincerely,
Bhushan M B

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http://www.triconinfotech.com/mail-disclaimer/

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